



Festival of the Arts
 *50th Annual
 Saturday, November 7 9 a.m. – 5 p.m.
 Sunday, November 8, 2020 9 a.m. – 4 p.m.
 Depot Pavilion 300 N. Apopka Ave. Inverness

Rain or shine event | Event subject to change

City of Inverness
 Inverness Event & Visitor Bureau
 203 E. Dampier Street, Inverness
 (352) 726-2611 x 1304
 events@Inverness-FL.gov

Exhibitor Application

Instructions <ul style="list-style-type: none"> • Complete this application • Sign page 4 • Carefully review booth options and COVID-19 information • Include photos of booth set-up and items displayed • Mail to Inverness Event & Visitor Bureau, 203 E. Dampier Street, Inverness, FL 34450 with check made payable to the City of Inverness 	Important Dates <ul style="list-style-type: none"> • 10/15/20 Application Deadline • 11/02/20 Exhibitor Set-up Email (sent to accepted exhibitors) • Set-up Friday Nov. 6, 2020 starting at 1 p.m. – 5 p.m. and two hours before show. The breakdown is only two hours following the event. • Security will be provided Friday from 4 p.m. – 7 a.m. Saturday and Saturday 5 p.m. through 7 a.m. Sunday
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1. Business Info

Business Name	Doing business as or name as it will appear on your booth
Owner Name	Phone
On-site Contact Name (if different than owner)	Email
Describe your artwork	Price range of artwork
Select Category <input type="checkbox"/> Watercolors <input type="checkbox"/> Paintings (Oil/Acrylic) <input type="checkbox"/> Pottery <input type="checkbox"/> Sculpture <input type="checkbox"/> Mixed Media <input type="checkbox"/> Jewelry <input type="checkbox"/> Photography <input type="checkbox"/> Graphics/Drawings <input type="checkbox"/> Textiles <input type="checkbox"/> Fine Craft <input type="checkbox"/> Other	Two booth space options for exhibitors: Tent: 10' x 10' weighted tent with items arranged in a COVID-19 friendly manner. Emphasis on only weighted tents and no stakes in the ground. This tent will be placed in Liberty Park in grassy area. There is not additional square footage included around this tent for storage. Amount due \$110 Pavilion Booth: This approximately 16' x 4' and will accommodate two 8' tables lengthwise and the vendor and up to two chairs. To accommodate social distancing there is not additional space in this booth. It is covered from the elements. No tents or custom arrangements. Amount due \$40 Event organizer cannot create custom spaces or guarantee items such as shade, sunlight, wind or location next to friends.

COVID-19 Guidelines

- All Exhibitors will wear a mask
- Exhibitors are encouraged to have hand sanitizer at their booth
- This festival is following Centers for Disease Control guidelines on social distancing.
- No food samples are given unless requested by patron and Exhibitor provides strict guidelines in serving the sample
- Six-foot distancing signs as well as boundaries are clearly stated throughout the market
- Washrooms are available at the pavilion
- To help protect everyone, we are asking patrons to please wear a mask
- There are no booth sitters for this show
- No water or snacks provided by the City
- All art and supplies must fit inside tent or in purchased pavilion space.



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Staff Complete	Date Submitted	<input type="checkbox"/> Payment Attached	<input type="checkbox"/> Photos Attached	Dept Director	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Depot Pavilion and Liberty Park on map				Phot of inside pavilion		

Promotion Guidelines

- We encourage our Exhibitors to join under the City's event on Facebook. Please share our posts online and feel free to add to the discussion online. If you do create a Facebook event, you are not permitted to use the City's event name as your event name and/or indicate that you are the host of a City event.
- You may create an event that indicates you are an attendee or Exhibitor at the event, such as "Acme Anvil Company booth at Sunshine Festival" or "Sandwich Sale at Sunshine Festival".
- The City will report and request removal of any Exhibitors creating social media pages or events that may mislead the public in regard to who the event organizer is.

Exhibitor Guidelines

- Violation of any rules could constitute immediate removal from event and prohibit attendance at future events.
- Exhibitors must stay within the boundaries of their booth space unless they have paid for additional booth space in advance.
- Exhibitor are responsible for taking out their trash to the dumpster. Any person that does not place their trash in the dumpster is subject to a \$100 trash removal fee.
- Vehicles (cars, trucks, trailers, golf carts) are not part of a Exhibitor space. Vehicles must enter the setup area to drop off tent and supplies, and immediately relocate the vehicle to park in the designated parking area. No vehicle will be permitted on park grounds after the Exhibitor set-up period ends. No exceptions.
- Exhibitors may not park vehicles on event grounds or on nearby private property.
- Exhibitors must be in place and set up by designated deadline. If not, they may be turned away, and/or rejected from future events.



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- This is a two-day event. Exhibitors must participate both days and may not break booth down early.
- Set-up is Friday 1 – 5 p.m. or two hours before event and breakdown is no longer than two hours after event. Late exit from venue is a \$100 fee.
- One exhibitor per tent
- For questions or concerns in person, please make an appointment by email or phone. Our work necessitates that we are in and out of the office and we wish to accommodate your visit.
- Exhibitors must be presentable and polite to all event attendees. Excellent customer service is essential.
- All Exhibitors must use tables in good condition, without tears or stains, and securely weighted down.
- You must provide your own tent, tables, chairs, lighting, weights and all supplies needed to operate.
- No raffles, 50/50s or other gambling activities per Florida statute.
- No alcohol, cigarettes, cigars or e-cigarettes in the Exhibitor space at any time.
- No pets in the Exhibitor space at any time with the exception of certified service animals. Exhibitors that sell food cannot have pets of any kind in the Exhibitor space.
- No Exhibitors with materials that promote or depict weaponry of any kind.
- No Exhibitors with materials that link to, show, or infer sexual content.
- No Exhibitors that inflame dialogue or promote social or civic discourse.
- No Exhibitors that conduct or encourage illegal or unethical activity.
- Exhibitors are responsible for placing trash in dumpsters and keeping their space neat and sanitary within a 20-foot radius.
- No disposal of liquid waste from fryers or other food bi products.
- If an Exhibitor is found to have eliminated trash inappropriately there is a \$100 fee and exhibitor may not return the following year.
- You may not break down your booth or tent until event completion. No early breakdown.
- Moving, trading or relocating assigned space is prohibited.
- Space assignments are made based on the best interest of the event. Exhibitors do not select their location.
- Roaming Exhibitors are not permitted.
- No Exhibitor may sublet, bring in representation of a secondary commercial or charity to jointly work a Exhibitor booth; switch product line of what's been approved, switch or change the service delivery of what has been approved for a Exhibitor booth, change the name of what's approved to be posted to identify the Exhibitor at the event, or conduct any act or take any action beyond the scope and working of the approved Exhibitor application, without advanced written consent for such change from the City of Inverness.
- New Exhibitors or previous Exhibitors with different items must include a photo of each booth space and items being sold to be considered.
- Approximately one week prior to the event, all Exhibitors will receive Exhibitor information.
- All aspects of the event and approvals are subject to modification.
- Incomplete applications will be rejected without question.
- Once Exhibitor is accepted to receive an application, the application must be completed, and turned in along with payment of fees for consideration prior to the deadline.
- Exhibitors will be responsible to fully comply with the Florida State Sales Tax Regulations in effect during the period of the event.
- The City reserves the right to cancel the event in total or in part, including Exhibitors. City events are rain or shine; Exhibitors will not be refunded.

I hereby make application for space for the City of Inverness' Special Events. In signing this application, I agree to abide by all the rules and regulations previously set forth. I assume all risks associated with this event and hold harmless the City of Inverness, City Officials Elected or Appointed, and City Employees, Agents, and Volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors, and any individual group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

I grant permission to all the foregoing to use any event photographs, motion pictures, recordings, verbal or written agreements, or any other record of this event for any legitimate purpose including publicity.

Applicant's Signature

Date